

## **14 FAH-5 H-120 DPO MAIL CENTER FACILITIES**

*(CT:DPO-1; 11-14-2013)  
(Office of Origin: A/LM)*

### **14 FAH-5 H-121 DPO PHYSICAL REQUIREMENTS**

*(CT:DPO-1; 11-14-2013)*

Diplomatic Post Offices (DPO) are authorized branches of the U.S. Postal Service (USPS). As such, they must meet USPS standards.

#### **14 FAH-5 H-121.1 DPO Space Requirements**

*(CT:DPO-1; 11-14-2013)*

The Bureau of Overseas Buildings Operations, Project Execution Office, Design and Engineering Division (OBO/PE/DE) is responsible for the design and construction of DPO mail centers abroad. Contact the Mechanical Engineering Branch (OBO/PE/DE/MEB) for building code requirements. The Bureau of Overseas Buildings Operations, Office of Planning and Development, Project Evaluation and Analysis Division, Interior Planning and Analysis Branch (OBO/PD/PEA/IPA), is responsible for the Requirements Integration Package (RIP) for DPO mail centers in new and existing facilities abroad.

#### **14 FAH-5 H-121.2 DPO Physical Layout**

*(CT:DPO-1; 11-14-2013)*

- a. This section identifies the minimum requirements for the physical layout of the DPO Mail Room.
- b. Minimum requirements are as follows:
  - (1) A lockable window or half door large enough to facilitate the handover of oversized items without allowing entry into the DPO mail room;
  - (2) Individual mail receptacles;
  - (3) Sorting bins for personnel without individual mail receptacles;
  - (4) Storage racks for oversize mail see 14 FAH-5 Exhibit H-121;
  - (5) Temporary storage for accountable mail;
  - (6) "Mail for Dispatch" designated area;
  - (7) Regional Security Officer (RSO) approved/lockable container for unused

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keys and key-lock cylinders;

- (8) Processing area for items needing directory service;
- (9) File cabinet or computer for storing directory files and customs forms; and
- (10) Computer/printer for processing Automated Military Postal System (AMPS).

## **14 FAH-5 H-121.3 DPO Security Requirements**

*(CT:DPO-1; 11-14-2013)*

- a. DPO mail centers must meet the physical security requirements for general work areas (see 12 FAH-5 H-455).
- b. The mail room must be kept locked at all times to prevent unauthorized access. Mail rooms should be designed in such a way as to permit hand-over of mail without allowing access to the room. Operational side is restricted to designated personnel. Individually assigned mail lock boxes must be kept securely locked at all times. Mail boxes found unsecured by mail room staff will have their contents removed and placed in the custody of the DPO staff until such time that the mail box can be properly secured.

## **14 FAH-5 H-121.4 DPO Authorized Entry**

*(CT:DPO-1; 11-14-2013)*

- a. Entry to the DPO mail center is restricted to authorized persons only. Master keys should not be used to open the mail center door.
- b. Security personnel are authorized unescorted entry in emergency situations. All other visitors to the DPO mail center must be escorted.
- c. The Post Occupational Safety and Health Officer (POSHO) (or domestic equivalent) is authorized escorted entry to the DPO mail center in accordance with 15 FAM 962(g).

## **14 FAH-5 H-122 THROUGH H-129 UNASSIGNED**

## 14 FAH-5 Exhibit H-121 Storage System for Oversize Mail

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